

# Equal Opportunity and Diversity Inclusion Advisory Committee

## Meeting Minutes January 8<sup>th</sup>, 2010

Call to Order at 10:15 AM

**Roll Call/Attendance: Present (Prt) Absent (Abs) (13 out of 18 members)**

Member	Prt	Abs	Member	Prt	Abs	Member	Prt	Abs
			LeMaire, Alfred	X		Place, Kathy	X	
Duskin, Rodney	X		Makokha, Audrey		X 1	Rashid, Mian	X	
Edwards, Clyde	X		McCoy, Ken	X		Shackleton, Cindy	X	
Ellis, Teresa	X		Meaton, Jeff		X 1	Trevino, Marcelina	X	
Green, Andrea	X		Nelson, Georgina		X 1	Wekwert, Greg		X 1
Hawkins, Shantelle		X 1	Perry, Crystal	X		Vacant		
Jones, Sharon	X		Pedraza, Jeaneen	X		Vacant		
Vacant			Vacant					
Vacant			Vacant					

Excused absences: Shantelle Hawkins, Audrey Makokha, Jeff Meaton, Georgina Nelson, and Greg Wekwert

### **Approval of the Minutes:**

Mian Rashid made a motion, second by Marcelina Trevino, to approve the minutes of December 11<sup>th</sup>, 2009 with the addition of Cindy Shackleton to the nominations for Vice Chair. Motion carried.

### **Approval of the Agenda:**

Teresa Ellis made a motion, second by Cindy Shackleton, to approve the January 8<sup>th</sup> 2010 agenda as distributed by the board Chair Crystal Perry. Motion carried.

### **Officers' Reports:**

#### **Chair's Report:**

Crystal wished all members a Happy New Year and the committee a prosperous Diversity year.

Crystal and Marcelina met with Director Edward Woods III and discussed the planned (Delbert's) article for DHS Matters. Marcelina also discussed the internal DHS-net website updates.

Crystal asked that all members present turn in their member profiles to Clyde before they leave today's meeting.

Crystal introduced Director Edward Woods III to the committee. He took an EODIAC group picture.

Crystal will be writing the Native American article and asked for additional Concert of Colors information of the event. Sharon will be working on the Diversity Luncheon article.

Cindy reviewed the Diversity Inclusion Award Program with the committee and it will be from January 2010 thru August 2010. We are planning to use the L-Letter to roll-out the Diversity awards program. It was agreed to edit and remove the point system because we want to encourage everybody to do something during Holidays and special days. The local offices are to submit the EODIA Evaluation form to Patti.

Teresa discussed the EODIAC Newsletter article: "What would you like to know about the EODIAC!"

The Committee Roster was passed around to be revised and updated.

A sheet was passed around to assign committee members to sub-committees for 2010.

Recessed for lunch at 11:45 a.m.

Meeting reconvened at 1:17 p.m.

### **Committee Discussion:**

List of Possible Themes for 2010 EODIAC

1. EODIAC – Embracing Multicultural Diversity in the workplace
2. EODIAC – Diversity Awareness – A Time for Change
3. Valuing Our difference for a Positive Future
4. Diversity Awareness through Communication – A Time for Change
5. Diversity Awareness By Embracing Multicultural Diversity in DHS
6. Working toward Diversity Awareness and Implementation of Diversity in the workplace
7. Resource for Action and positive change for the future
8. Encouraging change by modeling acceptance of cultural differences

Events Calendar Program Planning,

January 8<sup>th</sup> Picture

Meet and Greet at the GTB – Happy New Year – Booth 7:45 till 8:45 AM Hand out bookmarks

Cadillac Place – Andrea

Grand Rapids – Will be contacting Nancy Marshall, Jeff Hudson and Rick Trial to see if a Meet and Greet – Booth could be set up.

Feb 12<sup>th</sup> 2010 – Brazilian Carnival – Brown Bag

Mar 12<sup>th</sup> 2010 – Deaf History Month

Apr 9<sup>th</sup> 2010 –

May 14<sup>th</sup> 2010 - Mental Health Month – potential pod cast

Jun 11<sup>th</sup> 2010 - Retreat Month

July 9<sup>th</sup> 2010 - Signing of Disability Ace 1992 – Brown Bag

Aug 13<sup>th</sup> 2010 - Focus on Diversity Celebration

Sep 10<sup>th</sup> 2010 - Planning Diversity Celebration

Oct 8<sup>th</sup> 2010 – Diversity Awareness Luncheon

Nov 19<sup>th</sup> 2010 - American Indian Month

Dec 10<sup>th</sup> 2010 -

### **Staff Reports:**

#### **Mr. James Newsom:**

Strategic Plan 2010:

Business Partners:

- Meet with 4 DHS Deputy Directors (D) Deliverable
- Co-Sponsor Events (D)
- Meet with other local Committees (D)
- Establish relationships with outside committees (D)

Measurements:

- 100% of DHS Deputy Directors to attend committee meeting
- Increase Business Partners by 50%
- Co-Sponsor events with 50% of our Business Partners

Workplace Cultures:

- Develop guidelines for local committee (office)
- Develop ideas/guidelines for local office events
- Work to have DHS utilize Diversity competency
- Meetings in other counties

Measurements:

- 10% of offices will establish local diversity committee
- 20% of staff utilize Diversity Competency
- Visit at least 2 offices

Diversity Awareness:

- Events (D)
- Awards Programs (D)
- Training (D)
- Communication

Measurements:

- Committee will do at least 6 events
- 50% of DHS offices will participate in Award Program
- At least 3 training sessions for 2010
- At least 4 articles for 2010

**Dr. Mary Hall-Thiam** - No Staff Report.

**Mr. James Flanagan** - No Staff Report.

**Meeting Adjourned at 3:00 PM**

At this point Clyde took "head shot" pictures of the committee for the Annual Report.

**Next meeting:**

**Room 1-A at the Grand Tower Building February 12th, 2010 at 10:00 AM.**

FOLLOW-UP ITEMS:

- Annual Report for 2009
- Mentor reports
- 2010 Diversity Theme for the year
- Calendar of events 2010
- Feb. 2010 event for Black History Month
- Diversity Committee Training
- Review of EODIAC committee Charter

Submitted by – Al LeMaire - Approved